

Concision Saves Time

- Well done is quickly done. *Augustus Caesar*
- There seems to be some perverse human characteristic that likes to make things difficult. *Warren Buffet*
- This list of concise expressions might help some people. *Noam Chomsky*
- Brevity is the soul of wit. *Shakespeare*
- Keep it simple. *(Skunkwork's) Kelly Johnson*
- Simplicity is the trademark of genius. *Sravani Saha*
- Simplicity is the ultimate sophistication. *Leonardo Da Vinci*
- If I had more time I would have written a shorter letter. *Blaise Pascal*
- Lacking time to write a short letter, I wrote a long one. *Mark Twain*
- Verbosity wastes part of the reader's or listener's life. *Mokokoma Mokhonoana*
- I want to say in 10-sentences what others say in a book? *Friedrich Nietzsche*
- Writing is 1% inspiration, and 99 % elimination. *Louise Brooks*
- A novel is a story which has not discovered how to be brief. *George Saunders*
- Good writers use small words for big ideas, not big words for small ideas. *Oliver Markus*
- A wise man says few words. *Proverbs 17:27*
- Cannot people realize how large an income is thrift? *Cicero*
- Use common words to say uncommon things. *Arthur Schopenhauer*
- Flash Fiction has 6 to 1,000 words, character and plot development, and often a surprise ending.
- People get used to everything except not eating. They're getting used to asking themselves, "Is this word necessary for this sentence to work?" communicating concisely.
- Less is more.
- Communicating concisely lets you communicate perfectly, do more, easier, faster, and better.

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The Concise Communication Handbook

Delete unneeded letters, words, sentences, and paragraphs.

Concise expressions let you communicate faster, speaking at your normal speed.

The most successful professionals communicate concisely, and meetings where all the participants communicate concisely are shorter.

The work, time, and space 1-letter or word less saves seems inconsequential—but multiplied by massive numbers of copies, readers, listeners, viewers, or broadcast or movie production time—less letters and less words reduce costs. Screenwriting and 30-second commercials epitomize brevity.

Though some words are unsubstitutable, wordiness wastes time, energy, space, and money. Unneeded, ambiguous, obvious, confusing words, repetition, circumlocution, equivocation, and illogical expressions degrade what and how you feel, what you think, speak, write, and expect.

See which word or phrase is more concise by counting the number of letters, spaces, and syllables it has. I•DEN•TI•FI•A•BLE has 12-letters and 6-syllables (12⁶). TO MY SUR•PRISE has 3-words, 2-spaces, and 4-syllables; its 3-words and 2-spaces equal 5-units, and are indicated by a normal-size number 5. Its number of syllables are shown in superscript (5⁴). "Identifiable" is more visually concise. "To my surprise" is more audibly concise. When 2-words have the same number of letters, the word with less syllables is more concise audibly.

To see which of 2 or more ways to articulate a thought is more concise, write them 1 after the other, italicize and/or underline them, place a slash between each way. Select 1 later. F.e.: *expressed*/*displayed*/*shown*. Learn what not to say or write to communicate concisely. Don't pay \$2 for something you can get for \$1? Don't use 2-words to express a thought you can express with 1?

- REPLACE THE UNCONCISE EXPRESSION IN THE LEFT COLUMN WITH ITS CONCISE FORM IN THE RIGHT COLUMN.
- CONSIDER USING NUMERALS INSTEAD OF WORDS (USE “4”, NOT “FOUR”).
- WHEN REFERRING TO PEOPLE, USE “ONE”, NOT “1”.
- USE “=”(THE EQUALS SIGN) WHEN TAKING NOTES.
- IF APPROPRIATE, PLACE A HYPHEN BETWEEN A NUMERAL AND A WORD.
- START SENTENCES WITH THE MESSAGE, AVOID STARTING THEM WITH “AND”.
- WHEN WRITING ACADEMIC PAPERS FOLLOW THE MLA, APA, OR CHICAGO STYLE GUIDE.
- UNNEEDED LETTERS OR WORDS ARE IN CAPITALS. NEW WORDS OR IDEAS ARE IN ITALICS.

DON'T SAY SAY

a considerable amount	many; much
A DISTANCE OF 2 miles	2-miles
a large part	many; most; much
a large quantity	a lot; many; much
a little bit	a (bit; little); some
A long TIME ago	long ago
a lot	many; much
A MATTER OF time	time
A PERIOD OF 40-days	40-days
(a; one) (PARTICULAR; SPECIFIC)	1; one
a person WHO IS generous	a generous person
a total of 3	3
a thing	it
a variety of	various
ABJECT poverty	poverty
above AND beyond	above; beyond
above THE ground	above ground
(abstain; refrain) from; renounce	cease; end; halt; stop
absolute	full; total
ABSOLUTE (BARE) minimum	least; minimum
absolutely; completely	all; fully; totally
ABSOLUTELY necessary	indispensable; necessary
ABSOLUTELY (no; not; nothing)	no; not; nothing
absurd; illogical; preposterous	cukoo; crazy; dumb; stupid
abundance; multiplicity	lots; many; myriad
ACCIDENTAL error	error
accommodations	beds; rooms; suites
accompanied by	next to; with
accomplish; achieve	do; get; win
accomplishment	feat
accordingly	so; then; thus
accoutrements	gear; junk; stuff; things
accumulate; collect; compile	amass; hoard; pile
accustomed to; in the habit of	used to
acknowledge	accept; nod; smile; wave
acquire; obtain; purchase	buy; get; obtain; order; take
ACTUAL facts	facts
ACTUALLY did; said; sang; wrote	did; said; sang; wrote

ad infinitum; endless; infinite	non-stop
add AN ADDITIONAL	add
add UP	add
ADDED bonus	bonus
addict	hook; trap
additionally	also; and
(adhering to; in keeping with)	following; obeying
adjacent	next; with
admit TO (stealing; having stolen)	admit stealing
ADVANCE(D) notice; planning	notice; planning
ADVANCE(D) reservations	reservations
ADVANCE(D) warning	warning
adVERTISEMENT	ad
advertising; public relations	hype; propaganda; push; sell
affordable	cheap; low cost
(after; when) all is said and done	all told; basically; bottom line
afterwards	later; next; then
again and again	repeated(ly)
ahead of (schedule; time)	early; soon
airtight alibi	excuse; explanation; reason
ALL across	across
ALL around the world	around the world; globally
all OF the house	all the house
all of a sudden	suddenly
all OF THE students	all (the) students
all OF the things	all the things
ALL OF these	these
all of us	we
all OF your	all your
all things considered	in the end; overall
ALL-TIME best	best
ALL-TIME favorite	favorite
ALL-TIME record	record
ALLEGED suspect	suspect
allow; approve	let; okay; permit
allow me to	let me; (can; may) I
allows you to	lets you
almost; close to; just about	nearly
ALMOST impossible	unlikely; doubtful; unsure
almost (never; perfect)	seldom; imperfect
along the lines of	like; resembling; similar to
also	too
ALSO includes	includes
ALthough	albeit; despite; though
always near	handy
always (needed; necessary)	basic; crucial; indispensable
am aware	heard; saw; sensed; smelt
am in the market for	(got; need; want) to buy
amidST	amid
amongST	among
amounts to; equals; is	=
an idea whose time has come	a (great; timely) idea
analogous; parallel; similar	akin; alike; like
an overwhelming majority	many; most; much
and (many) other things	and so on; etc.
AND (that; which)	that; which
and ALSO	and; plus
and that	which
announce; inform; notify; state	say; tell

ANNOYING pest	pest	at A normal speed	at normal speed
annual	yearly	at all times; permanently	always; continuously
anomaly	bug; error; glitch	AT frequent INTERVALS	frequently; often; regularly
answer; respond	reply	at LONG last	at last; finally
anterior	front(al)	at no charge	free; pro bono
anticipate	expect; foresee; predict	at no time; not once	never; no; not; zero
ANY AND all	any; all	AT other times	other times
any (AVAILABLE; EXISTING)	any	at present	is; now; presently
apartment	home; place	at (that; this) location	at; here; on; (over) there
• appearance matches odor	<i>appearance-odor correlation</i>	at (that; this) point in time	now; then
apparatus	device; gadget; machine; tool	at the conclusion of	after
apparently	seemingly	at the point of	(about; going; ready) to
appears (to be)	looks (like); seems (to be)	at the present time	currently; (right) now; today
application	use	at the same time	jointly; simultaneously; while
apprehend	catch; get; grab; hook; trap	at (the; which) time	then; there; when
approaching; FORTHcoming	coming; looming; next	AT (THE VERY) minimum	at least; minimum
approximately	about; around; close to; near	at this (moment; point) in time	now; presently; today
Arabic (number; numeral)	Arab (number)	at this stage of the game	now; presently; today
(are; was; were) able to	can	at this time	I (am not sure; am uncertain)
are CURRENTLY experiencing	are experiencing	AT THIS TIME, I am not sure	bully; foe; tyrant
are NOW	are	attacker; persecutor; tormentor	try
are using	use	attempt	attempting (it; that)
are you able to	(can; do; will) you	attempting TO DO that	part; point; trait
AREA OF expertise	expertise; skills; specialty	attribute; characteristic	misattribute
ARMED gunman	gunman	attribute to the wrong author	bold; clever; risky; smart
arrange	fix; order; place; put	audacious	<i>audio-(diary; journal)</i>
arrest (development; growth)	hold back; infantilize; retard	• audio-recorded (diary; journal)	add; amplify; boost; grow
arrive at a conclusion	agree; conclude; decide	augment; increase	your autobiography
arrive; land (in; on)	(get; come) to	autobiography OF YOUR LIFE	power; say; clout
as (it; that) was happening	during; (mean)while	authority	in 1776
AS (OF) yet	still; yet	BACK in 1776	then
as a (consequence; result) of	because; consequently; due to	BACK then	redo; restart; retake
as a general rule	generally; typically; usually	back to the drawing board	aid; help
AS A MATTER OF fact; in reality	in fact	backup; support	copy
AS A MEANS to	to	BACKUP copy	bad but better than any alternative
as a result (of)	because (of); consequently		least bad; least-worst
as a way (of; to)	for; to		(bad; down)side
as being a	(is; was) a		equipment; gear; stuff; tools
as it (IN FACT; TRULY) is	as it is;		bald
as long as	if; since		estimate; guess
as many as	up to		basics; essentials
• as many people as possible	AMPAP		based on
AS OF (a specific date; now)	from (a specific date; now) on		because; due to; since
as opposed to	against; instead of; versus		rumor
as soon as	once; when		necessities
as soon as you POSSIBLY can	as soon as you can		principle
AS TO whether	if; whether		consider; know; realize; sense
as we speak	(right) now		specify
as well as	and; also; too		dodge; evade; hedge
ascend	climb; go up; rise		consequently; so; thus
ascertain; determine	check; know; learn; see		because; due to; since
ask (A; THE) QUESTION; inquire	ask		get
ask many questions	interrogate; poll; survey		acclimate; adapt; habituate
assist	aid; give; help		learn
assuming that	if		familiarize; learn; train
at a later TIME	after; later; then		gets
at a loss of words	speechless; wordless		quickly; soon
AT A later (HOUR; TIME; TODAY)	later		earlier; hitherto; previously
AT A later DATE	later		

BEGIN (noticing; TO notice)	notice	by (way of)	via
behave	act; do; move	by all means	of course; sure; yes
behind closed doors	covertly; privately; secretly	by applying	applying; doing; using
being that	because; due to; since; so	by applying the direct method	directly; on-the-spot
believe false information	misbelieve	BY doing	doing
below the belt	foul; illegal; unfair; wrong	by leaps and bounds	(extra; very) fast; quickly
below the radar	invisible; undetectable	by MEANS OF	by; using; with
beneath; underneath	below; under	by the same token	likewise; similarly
bend out of shape	frazzle; perturb; upset	BY (the use of; using; applying)	applying; using; with
beside(s) the point	irrelevant; unconnected	by virtue of the fact that	because; due to
best case (scenario)	best (situation; outcome)	calculate; extrapolate	deduce; figure; reason; think
best EVER	best	• make a phone call	(P)
better (to be) safe than sorry	(better to) prevent	call it off	(end; halt; stop) it
between a rock and a hard place	2 equally hard choices	call the shots	control; direct; manage; lead
between THE TWO OF them	between them	call UP	call
between you and me	between us	(bring; come) back to life	resuscitate
between (you and me; us)	confidentially; privately	came to an abrupt end	ended abruptly
beyond a shadow of a doubt	undoubtedly; no doubt	can be deadly	can kill
beyond the realm of possibility	impossible; no; not; out	can be seen as	might be; is; was
(BIG; MAJOR) breakthrough	breakthrough	can help; is applicable to	applies; pertains; works with
big DEAL	big; crucial; key; major; vital	can of worms	fix; dilemma; jam; quandary
bird's eye view	overview	can OR cannot	can; cannot/can't
bit off more than he could chew	is (overwhelmed; swamped)	can PROVE TO be	can be; is (often)
bit the hand that fed him	betrayed	cancel OUT	cancel
bits AND pieces	bits; parts; pieces	cannot be ignored	unignorable
black sheep of the family	different; odd; undesirable	cannot be postponed	nonpostponable
blend TOGETHER	blend	cannot be stopped	unstoppable
blow a fuse	breakdown; explode; freak	cannot POSSIBLY	cannot
blow the whistle on	accuse; complain; report; sue	cannot produce a good result	is futile
blow things out of proportion	exaggerate; inflate	CAPable	able
blow your own horn	self-promote	• capital letters	<i>caps</i>
BOTH Dick and Jane	Dick and Jane	(CAREFUL; CLOSE) scrutiny	scrutiny
both OF THE boys	both boys	CAREFULLY (calculate; scrutinize)	calculate; scrutinize
both OF (THEM; THESE; THOSE)	both	carries his own weight	is self-supporting
both persons feel attracted	mutual attraction	catch on	spread
• both persons feel repulsed	<i>mutual repulsion</i>	cause considerable confusion	baffle; confuse; perplex
bottom line; in the end	basically; ultimately	cause TO HAPPEN	cause; trigger
bought SOME food	bought food	CAUTIOUSLY optimistic	hopeful; optimistic
BRAND new	new	cavity	hole; pit; well
breadth and depth	extent; scope; span	cease and desist	cease; desist; end; stop
BRIEF (moment; summary)	moment; summary	center of attention	cynosure
bring about	achieve; bring; cause;	certain (1)	confident; sure
	generate; initiate; start	certain (2)	a few; some
bring home the bacon	feed; give; provide; support	change rapidly	see-saw; shift; turn; zig-zag
bring out (the best in me)	elicit (the best in me)	• character's name	<i>charname</i>
bring to life; make real	create; do; build; materialize	characteristic	feature; property; side; trait
brings to mind	hints; recalls; reminds	check (IT OUT; TO SEE)	check; inspect; explore; see
BRING TO (A close; AN end)	cease; close; end; halt; stop	choose incorrectly	mischoose
broadcast; disseminate; webcast	air; inform; spread; tell	choose to accept	accept
brought about	caused; prompted; triggered	• cigarette smoke	<i>cigsmoke</i>
bump (in; on) the road	barrier; hurdle; obstacle	cinema; motion picture	film; flick; movie
bump on a log	idle; slacker; static	circular	curved; round
BUT also	also; and; plus; too	circumlocute	avoid; go around; skip
but yet	but; yet	clear TO SEE	clear; evident; visible
• buy	(B)	click the wrong button	misclick
buy and large	most	climb UP	climb
buy into	accept; believe; like; trust	CLOSE approximation	estimate; guess
buy time	delay; postpone; stall	close (IT) (DOWN; UP)	close
BY (doing; saying; using; working)	doing; saying; using; working	CLOSELY related	correlated; related

close AT HAND	close; handy; near	conducting	doing
close PROXIMITY	around; close; near; next	confirm	check; prove; verify
close to; just about; practically	almost; nearly	confound; boggle the mind	baffle; perplex; puzzle; stun
CLOSE TO impossible	(highly) unlikely	conjure UP	conjure
CLOSELY scrutinize	inspect; scrutinize	connect; converge; rendezvous	join; meet; unite
coerce; obligate; oblige	bully; force; make	connect TOGETHER	connect
cognizant; conscious	aware; feel; know; sense	connection	bridge; link; relationship; union
collaborate	aid; assist; follow; help	consequence	end; outcome; product; result
collapse	brake; crack; end; flop; fold	consider	ponder; see; study; weigh
colossal; enormous; massive	(very) big; huge	constant	regular; steady; stable; fixed
combaTAtive	combative	continue; persevere; stick to (it)	keep
combination	blend; combo; mixture; set	continue (ON; INTO THE FUTURE)	continue
come in	enter	continuous; perpetual	endless; non-stop; repeated
(come; bring; go; send) back	return	consequence	effect; outcome; result
(come to; reach) an agreement	agree; resolve; sign; settle	constitutes	is
COME TO AN end	die; end; halt; stop	consensus OF OPINION	consensus
come to an understanding	agree	construe; interpret	decipher; take; read; see
commit; enter INTO	begin; enter; start	construct	build; edify; erect; make
common sense	logical; sensible; sound	contains	has; holds; is; uses
commonly; generally; typically	often; usually	contempt	disdain; hatred; scorn
commute BACK AND FORTH	commute	contiguous; side-by-side	(adjacent; next) to; follows
commute EACH WAY	commute	CONTINENT OF Africa	Africa; African continent
comparable (to)	as good as; equal to; like	continue	go; keep; move; run; walk
COMPARATIVELY (better; worse)	better; worse	continuous	24-7; ceaseless; non-stop
COMPARATIVELY (large; small)	(larger; smaller)	contract (1)	deal; pact; treaty
compare AND contrast	compare; contrast	contract (2)	employ; hire; use
(compared; next) to; in contrast	vis-a-vis	contribute	increase; edify; enlarge; give
compartmentalize	classify; group; separate; sort	CONTRIBUTING factor	cause; contributor; factor
compensate; give money back	refund; repay	convince; persuade; recruit	coax; enlist; get; sway; win
(compete; contend)	argue; brawl; claim; fight	cool (DOWN; IT; OFF)	cool
compete AGAINST ONE ANOTHER		correct; on target	good; okay; right; yes
competitor	attack; compete; fight; race	correctional facility	jail; prison
complement; harmonize	contestant; opponent; player	could (IN FACT; POSSIBLY)	can; could; may; might
complete; thorough	add to; blend; click; match	could OR COULD NOT	can; could; could not; might
(COMPLETE; POLAR) opposite	full; total	countless; multitude	(hoards; lots) of; many
(COMPLETE; TOTAL) satisfaction	opposite	(crisis; emergency) SITUATION	crisis; emergency
(COMPLETE; TOTAL) stranger	satisfaction	(CRYSTAL; EXTRA; SUPER) clear	clear
(completed; finished)	stranger	(CURRENT; POPULAR) trend	trend
completely; thoroughly; totally	done;; over	customIZED	custom
COMPLETELY (certain; false; true)	all; entire; fully; whole	cut-DOWN (ON) ; reduce	cut; lessen; limit; trim
COMPLETELY (annihilate; end)	certain; false; true	culmination; high-point	apex, climax, peak
COMPLETELY (full; separate)	annihilate; end	curvaceous; well-proportioned	shapely
COMPLETELY	full; separate	dates BACK to	dates to
complicated; convoluted; difficult	useless	day in, day out; everyday	daily; routine
complex	complex; hard	deal with; face UP TO	confront; face; meet; tackle
compliment	admire; flatter; praise	debilitate; incapacitate	harm; hurt; injure; weaken
complimentary	courtesy; free	deceased	dead; gone
comply; follow; submit	do; obey	deceive; disinform	con; fib; fool; lie; scam; trick
component; element	bit; block; brick; part; piece	decide not to do	forgo; not do
(comprehend; understand)	got it; make out	declare; inform; notify	say; tell; state
comprises nine-percent	is 9%	(DEFINITELY; VERY) shocking	shocking
conceal; not reveal; submerge	bury; cover; hide; mask; seal	defraud; embezzle	cheat; on; dupe; steal; trick
concerning	about; as to; for; in; on; re:	degree of separation	distance
concerning THE MATTER OF	about; concerning; on	deleterious	bad; deadly; lethal; toxic
concise; succinct	brief; short; simple; terse	delicious	tasty
concluding; final; ultimate	ending; last	delineate	draw
conclusively; once and for all	finally; set	deliver	bring; give; put-out; take
concurrently	as; jointly; together; while	delusion; fallacy	error; lie; myth; story
conduct an investigation into	check; investigate; study	demonstrate	confirm; prove; show; verify

demonstrates; confirms	proves; says; shows; tells	DO you have	have you
demoNSTRATION	demo	do you REALLY mean it	do you mean it
(deny; deprive of) attention	ignore; shun; snub	do you REALLY want to	do you (want to/wanna)
deplorable; reprehensible	bad; ugly; wrong	does not believe; is incredulous	disbelieves; doubts; suspects
depreciate IN VALUE	depreciate; devalue	does not know	knows not
derail; distract; prevent	deter; stop	does not know what he is doing	is (incompetent; inept; unapt)
(design; engineer; think) again	redesign; reengineer; rethink	domestic worker	servant
(desist; refrain) from	cease; curb; end; halt; stop	dominate	control; master; rule; steer
desire	hope; need; seek; want; wish	dictatorial; domineering	bossy; brash; nervy; pushy
despite the fact that	although; but; though	don't do anything	do nothing
detain; retain	arrest; hold; keep	don't eat ANY animals	don't eat animals
detect	hear; see; sense; spot; touch	don't move; hold it (right there)	freeze; halt; stop
detect (a; the) difference(s)	differentiate; distinguish	don't pay attention to	avoid; ignore; shun; tune-out
deteriorate	drop; fade; fail; fall; worsen	doomed TO (FAIL; PERISH)	doomed; hopeless; lost
detoxify	clean; detox; purify	dorsal	back; hind; rear; spinal
DID (eat; attend; come)	ate; attended; came	dosage	dose
did not have	had nothing; had no	double (entendre; meaning)	ambiguity; hint; innuendo
did not have much confidence in	distrusted; doubted; suspected	down to A MINIMUM OF	down to
did not succeed	blew it, failed	downfall; demise	drop; end; fall; ruin
didn't work	bombed; failed; flopped	DOWNRIGHT disrespectful	disrespectful
• different	<i>diff</i>	draw your attention to	focus on; point (at; out); show
different (KIND; TYPE; WAY)	different; kind; type; way	drive a wedge between	divide; separate; split(-up)
different than	dissimilar; unlike	driving force; engine	impetus; motive; reason
differentiate; distinguish	compare; sort; tell apart	drop dead; disappear	die; go; perish
difficult; not easy	hard; trying	drop DOWN; plummet	dive; drop; fall; sink
difficult TO DO	difficult; hard	due to the fact that	after; because; since; when
dimension	realm	dull IN APPEARANCE	dull
diminish	drop; dwindle; lessen; reduce	dumb DOWN	dumb; retard; stupefy
disappear FROM (SIGHT; VIEW)	ebb; fade; go; vanish; wane	duplicate; repeat; replicate	copy; echo; redo
disappointment	hitch; reversal; setback; upset	(during; in a way) which	whereby
disarray; disorder	chaos; knot; mess	during the course of	during; while
disclose; disseminate; divulge	say; tell; inform; notify	during (THE TIME THAT)	when; while; during
discombobulated	gawky; graceless; clumsy	dysfunction	error; flaw; glitch; mistake
disconnected; isolated	alone; apart; free; lone; solo	dysfunctional	damaged; broken; flawed
discourage	block; deter; prevent; stop	each (AND EVERY) (ONE)	all; each; every
display; exhibit; indicate	give; show; tell	each (OF; ONE)	each
disposable; single-use	1-use; plastic	each SEPARATE incident	each incident
disproportionate; unbalanced	disparate; lopsided, wonky	easily done	easy TO (DO; FIGURE OUT)
disruptive; obstreperous	disorderly; hostile; unruly	echelon	class; height; level; rank; tier
distant	far	ECONOMIC consequences	(cash; money) consequences
(DISTINCTIVELY) well mannered	well mannered	• editing out unconcise expressions	while communicating
distract; sidetrack	change; divert; sway; shift	real-time concising	
disturb; perturb	bug; jerk; jolt; shock; upset	educational institution	school; college
diverse; heterogeneous	eclectic, varied, mixed	EITHER (Dick or Jane; this or that)	Dick; Jane; this; that
divide UP; separate	cut; divide; halve; split	either ONE (OF THEM)	either
DO A calculation	calculate	ELEMENT OF surprise	astonish; surprise
do a thing later; postpone	defer; delay; stall	eliminate ALTOGETHER	delete; end; kill; no; remove
do (it) (again; over)	redo; repeat	eliminate THE NEED TO	avoid; avert; eliminate; skip
do better (than someone (else))	beat; excel; outdo; top; trump	elongated; protracted	long; prolix; unconcise
(do (it); repeat; say it) AGAIN	copy; echo; reiterate; repeat	• email	(E)
do not (bother; disturb; disrupt)	leave (me) (alone)	emotionally disturbed person	crazy; EDP; nuts; off; whacky
do not EVER	do not	empirical; experiential; practical	factual; real; true; valid
do not forget	learn; recall; remember	employment; occupation	career; job; trade; work
do not (have; need) to	need not/needn't	empower	allow; approve; edify; let
do not (like; want)	abhor; dislike; detest; hate	emulate; imitate; mirror	ape; copy; match; mimic
do not (recall; remember)	forget	ENcircle; surround	circle
do not respect	belittle; disrespect; hurt; insult	enclosed (HEREIN; HEREWITH)	(enclosed; here) is
do not trust	distrust; doubt; fear; suspect	encounter	ask; face; tell; meet; see
do THAT; execute it	do (it; so)	encourage	help; prod; support; urge

encumbrance; impairment	burden; challenge; load	EXTRA (careful; meticulous)	careful; meticulous
• (end; stop) a habit	dehabituate; wean	extra big; immense; oversize	huge; jumbo
end a life; murder	kill; slay	extraordinary	best; super; superb; top
end a phone call	hang up	EXTREMELY (common; popular)	common; popular
end UP	end; turn out; wind up	extricate	cancel; free; pull-out; remove
(END; FINAL) result	end; outcome; product; result	extricate	extract; pull out
endeavor; attempt	do; seek; try; work	facilitate	aid; give; help; support
engage in; perform	do; make	faction; offshoot; section	block; group; part(y); side
enquire; inquire	ask	facts AND figures	data; facts; figures; numbers
enthral	get; grab; grip; hook; trap	fail to (comply with; follow)	breach; defy; disobey; violate
entitlement	right	failure; idler; loafer; slacker	bum; dud; flop; fool; loser
Enumerate	numerate	failure; malfunction	bug; error; fail; flaw; glitch
equal	analogous; like; same; similar	fait accompli	done
(equal; identical) to one another	equal; identical; the same	fall DOWN	fall
equitable; impartial	ethical; fair; just	fallacious	fake; false; lie; phony
eradicate COMPLETELY	delete; end; eradicate; stop	FALSE pretenses	cover; mask; pretenses; tricks
erode AWAY	erode	(BASELESS; FALSE) rumor	rumor
Especially	specially	false statement; untruth	fib; lie; story; tale
essence	gist; heart; soul	far AWAY (from)	far (from)
essential; indispensable	basic; crucial; key; needed	FAR beyond	beyond
establish	create; found; set-up; start	far-(AWAY; OFF)	far
eventually	in time; one day; someday	fashion; manner; version	form; style; type; wave; way
every (day; night; month; year)	daily; nightly; monthly; yearly	fatally injure	kill
every SINGLE (one)	all; each (one); every	favoritism; prejudice; preference	bias
every (SINGLE) time	always; every time	fear FACTOR	fear
every so often	occasionally; sometimes	• feel beforehand	<i>forefeel</i>
every (week; month; year)	weekly; monthly; yearly	few AND FAR BETWEEN	few; infrequent; rare; scarce
everybody	all (of us); everyone; we all	few(er) IN NUMBER	few; less
everyone knows that	(it's; that's) obvious	fight AGAINST the enemy	fight the enemy
everything (that is) needed	wherewithal	fifty percent; (a; one) half	½; 0.5; 50%
everything THAT they need	everything they need	fill it UP	fill it
evidence	proof	fill(ed) TO CAPACITY	fill; full
evolve OVER TIME	adapt; change; evolve; shift	filter OUT; separate	block; filter; select; sort
exacerbate	impair; worsen	FINAL conclusion; decision	conclusion; decision
EXACTLY sure	certain; clear; sure	FINAL outcome; product	outcome; product
exact(ly the) same	equal; exact; identical; match	FINAL ultimatum	ultimatum
exceedingly; exceptionally	extra; highly; super; ultra	FINALLY complete(d)	complete(d)
except (for; when)	excepting; excluding; unless	finish; no more; (that's) enough	cease; close; end; stop
EXCESS verbiage	verbiage; wordiness	finished	closed; done; ended; over
excessIVE (NUMBER)	excess; surplus; too many	FIRM commitment	commitment
execute	act; do	FIRMLY committed	committed
execute; implement; practice	apply; do	FIRMLY established	established; proven; set; solid
EXECUTIVE summary	summary	first AND FOREMOST	(1); 1 st ; first
exhausted; stressed OUT	beat; stressed; tired; weary	FIRST conceive	conceive; dream; imagine
expensive; overpriced	costly; steep	first (EVER; OFF OF ALL)	(1); 1 st ; first
experiment	check; see; test; try	first; second; third; fourth; fifth	1 st ; 2 nd ; 3 rd ; 4 th ; 5 th
EXISTS (among; between; with)	among; between; with	flip AROUND	flip
expire; pull the plug	die, elapse; end; kill; stop	FLAT OUT (deny; say; state)	deny; say; state
explore	check; investigate; see; study	fluctuate	see-saw; wiggle; zig-zag
express (1)	inform; say; tell	fly-by-night	suspicious; unreliable; suspect
express (2)	direct; fast; non-stop	focus IN on	focus on
EXPRESS regret	regret	follower; inductee; useful fool	convert; fan; recruit
expression	idiom; phrase; saying; word	for a limited time	for now; temporarily
extend an invitation to	call; invite; welcome	for any reason WHATSOEVER	for any reason
(extend; keep in) childhood	infantilize; retard; stunt	• for example	<i>f.e.; F.e.</i>
extensive	vast	for fear that; so as not to	lest
extent; degree; magnitude	breath; scope; size; span	FOR free	free
exterior; surface	cover; hide; mask; skin	(for; IN) THE AMOUNT OF \$2,000 for \$2,000	after; because; due to; since
exterminate; obliterate	kill	for the (simple) reason that	

for the duration of
 for the most part
 for THE PURPOSE of
 for THE SUM OF
 for the time being
 FOREIGN imports
 FORMERLY taught
 foreseeable future
 forestall
 FOREwarn
 formulate
 fraud
 FREE gift
 free of error(s)
 FREEZING COLD
 from beginning to end
 from dawn till dusk
 from here (FORWARD; on IN)
 from start to finish
 from that day on
 from that (day; moment; time)
 from this (day; moment) on
 from time to time
 from today ON
 from top to bottom
 frown UPon
 FROZEN ice
 FULL CAPACITY
 FULL potential
 function; operate
 fundamental
 FUNDAMENTAL principle
 furthermore
 GAIN entry INTO
 gain SOME momentum
 GENERAL consensus
 GENERAL (public; rule)
 generate; produce
 get a (grip; handle) on
 get accustomed to
 get away with (it; murder)
 get in the way of
 get in touch with
 get in touch with your feelings
 get it off (my; your) chest
 get it off the ground
 get it out of one's system
 get on my nerves
 get ready
 get the ball rolling
 get the show on the road
 get the word out
 get to the bottom of this
 get used to
 (go; range) ANYWHERE from
 get wind of
 GIVE AN estimate
 GIVE AN indication OF
 give and take

during; through; while
 mostly
 for; to
 for
 for now; meantime
 imports
 taught
 (specify the number of years)
 block; foil; hinder; stall
 warn
 concoct; craft; devise; invent
 cheat; lift; rob; steal
 gift
 error-free
 freezing
 entirely; throughout; totally
 all day
 from now on; subsequently
 entirely; throughout; totally
 since (then)
 since (then)
 from now on; hence; so
 occasionally; sometimes
 as of now; from today
 completely; thoroughly
 frown on
 ice
 full; to capacity
 potential
 do; give; move; run; work
 basic; core; essence; root
 principle
 also, and, besides, still
 enter
 gain momentum
 consensus
 public; rule
 create; give; put out
 comprehend; get it; grasp
 get used to
 be unaccountable; escape
 interfere; impede; intrude
 call; contact; phone; touch
 identify your emotions
 dump; expel; oust; vent
 do; launch; move; start
 blow; dump; expel; spit; vent
 annoy; bother; bug; harass
 plan; prepare
 begin; do it; go; move; start
 begin; do it; go; move; start
 publicize; warn; tell others
 analyze; scrutinize; study
 acclimate; adapt; assimilate
 go from; start(s) at
 learn; hear; see; sense; smell
 estimate; guess; suppose
 hint; indicate; show; tell
 hobnob; interact; reciprocate

- give bad advice masked as good *misadvise*
 give birth to
 GIVE consideration TO
 give credit to the wrong person
 give emphasis to
 give it a try; try it (out)
 give the brush off
 give (permission; the green light)
 give the runaround
 given the fact that
 go against the grain
 go along with
 go AND get (it; some)
 go downhill
 go FORWARD; proceed
 (go; range) from 1-inch IN SIZE
 GO INTO A panic
 go RIGHT ahead
 • (go to; see)
 go to bat for
 GOES TO show
 goes without saying
 (good; positive) (features; side)
 good for whom
 good morning; hello
 GOT (divorced; married)
 (got; need) to
 got whatEVER he could
- govERNMENT
 gradual decline into disorder
 gradually; incrementally
 gravitate TOWARD
 greatest
 grow IN SIZE
 (hang; hold) on; hold it
 HAD (bought; done; called; paid)
 hand-in-hand; in unison
 happening; occurring
 happens to be
 has
 has a lot to do with
 has a tendency to
 (HAS; HAVE) arrived
 has been (informed; notified)
 (HAS; HAVE) (begun; started)
 HAS (done; found; said; taken)
 has (got) to; needs to
 has no
 (has no; lacks) tact
 hasn't (yet) decided (yet)
 has nothing to do with
 has several meanings
 has the (ability; capacity) to
 has to
 has to do with
 have an adverse effect on
 have an effect on
 HAVE (asked; heard; seen; sent)
 (have GOT; need) to

engender
 consider; listen to; look at
 miscredit
 emphasize; highlight; point out
 check; see; tase; study; test
 avoid; flee; reject; shun
 allow; go; let; okay; permit
 confuse; doubletalk; fool; lie
 because; due to; since
 defy; oppose; resist; violate
 aid; follow; please; support
 go get (it; some)
 dip; dive; drop; slide; worsen
 dash; go; hop; run; walk; fly
 (go; range) from 1-inch
 panic; freak (out)
 do it; go ahead; okay; yes
 (G)
 aid; back; defend; support
 proves; reveals; shows
 is known; is obvious
 the good (side); upside
 ("cui bono"); who benefits
 hi
 divorced; married; split up
 must
 got what he could
 gov
 entropy
 slowly; step-by-step
 gravitate to
 #1; best; top
 boom; grow; increase
 halt; pause; stop; wait
 bought; did; called; paid
 jointly; together
 being (done); doing; going on
 is
 is
 (contributes; is related) to
 tends to
 arrived; (is; are) here
 was (informed; notified; told)
 began; started
 did; found; said; took
 must
 lacks
 is (candid; gross; untactful)
 is (undecided; vacillating)
 is (unconnected; unrelated)
 is multisense
 can; could; may; might; will
 must
 concerns; is (about; on)
 harm; hurt; injure; set back
 influence; persuade; steer
 asked; heard; saw; sent
 have to; must; need to

(have got; need) to	must	illogical; (self; other)-destructive	dumb; senseless; stupid
having some repairs done	(getting; having) it repaired	illustrate	clarify; depict; paint; show
having SOME work done	having work done	imitation	(illegal) copy; knockoff
he came in and HE ate	he came in and ate	immediately	now; then; there
he was in college AT THE TIME	he was in college	immediately; instantly	now; right (away; now)
hear THE SOUND OF	hear	immense utility	usefulness
heart OF THE MATTER	heart	implement	apply; use
heat UP	heat	important	big; hot; key, major; top
help (OUT)	aid; assist; help	improbable	dubious; unlikely
helps	lets	improve	better; correct; develop; fix
henceFORTH	hence	inadequate	bad; inept; out; unfit; useless
heretofore	since; (so; thus) far; still; yet	(INADVERTENT; UNINTENTIONAL) error	(INADVERTENT; UNINTENTIONAL) error
HERETOFORE unimagined	unimagined	inappropriate	bad; not okay; out; wrong
hide their heads in the sand	flee; hide; isolate; withdraw	incite	get; make; prod; prompt; stir
hierarchy; PECKING order	levels; order; ranking; status	income; remuneration	fee; pay; money; salary
high-resolution	high-res	(incomparable; one-of-a-kind)	only; unique
hindrance; obstacle	barrier; block; hurdle; wall	incorrect; fallacious; untrue	bad; false; out; wrong
hit the road	depart; go; leave; scat; scoot	incorrect or false cognition	misognition
hitherto	to date; until now; (as) (of) yet	incorrectly capitalize a word	mispacalize
HOLD A (conference; meetING)	confer; gather; meet	(incorrectly; falsely) accuse	misaccuse
hold (it; on)	freeze; halt; stop; wait	incorrectly inform	misinform
hold ON TO	grab; grasp; hold; keep; retain	increase	boom; grow; spread; sprout
horrendous; horrible, terrible	bad; ugly; wrong	increase to the maximum	maximize
how (far; much)	level; to what (degree; extent)	INCREDIBLY DIFFICULT dilemma	dilemma
how come	why	incrementally; one step at a time	gradually; step-by-step
how DID THAT come ABOUT	how (come; did); why (did)	indefatigable; persistent	diligent; dogged; tireless
how humans feel, act, or react	human nature	indentation	indent
how IN THE WORLD	how	indicate	say; show; tell; state
(how; why) is it that	how; why	IS AN indication OF	indicates
human race	humanity; humans; people; we	indigent	lowly; needy; poor
HUMANLY possible	possible	indiscriminate; different	diverse, mixed, motley, varied
how much time	how long	indispensable	basic, crucial, essential, vital
however	but; still; though	individual	child; man; person; woman
human BEINGS	humans; people; they; us; we	individuals	humans; people; persons; we
• hydrotherapy	water therapy	induce; seduce; enchant	flirt; grab; hook; lure; trap
I (am free; have the power) to	I can	inexpensive; affordable	cheap; low cost
I am NOW	I am; I (began; started)	infinitesimal; microscopic	minute; teeny; tiny; wee
I am using	I use	influence	control; power; pull; sway
I (am certain; believe; think)	I (feel; think; saw; heard)	inform	tell
I (comprehend; understand)	got it; okay	• infoRMATION	info
(YES) I DO like it	I like it	infrastructure	core; base; frame; setup
I do not agree	I disagree; never; no	ingenious	canny; clever; nifty; smart
I don't think so	I think not; no	INHERENTLY unfair	unfair
I (HAVE been; was) informed	I was told	initially	1st; at (1 st; first)
I HEARD (THAT) she said	she said	(INNATE; INHERITED) talent	talent
I heard her (say; scream; shout)	she (said; screamed; shouted)	INNATELY (foolish; happy)	foolish; happy
I heard her say	she said	• innovation	new way
I MYSELF	I	inoperative; defective; useless	broken; down; out of order
I NOW (feel; know; realize; see)	I (feel; know; realize; see)	input; involvement	clout; say; sway; voice; vote
I promise to	I will (always; never)	ins and outs; particulars	details; facts; points; specifics
I REALLY love (to eat) fruit	I love (to eat) fruit	insensitive; unresponsive	dead; dumb; numb
I SAW (THAT) he was	he was	inside (and) out; thoroughly	all; completely; fully; totally
I (BELIEVE; THINK) I don't need	I don't need	inSIDE (OF)	in; inside; interior
I've been here BEFORE	I've been here	instance; occurrence	event; example; sample; time
I've yet to find	I (have not/haven't) found	instantaneous(ly)	instant(lly)
I want to call your attention to the fact that > (state the fact)		insufficient (amount; number)	not enough; scarce; too few
if I had	had I	intelligent	able; bright; sharp; smart
if I would have known	had I known; if I had known	intentionally falsely information	disinform
if it were not for	but for		

interfere; obstruct; prevent	block; hinder; thwart	in some way(s)	a little; somehow; somewhat
interfering; intrusive; invasive	nos(e)y; prying; snoopy	in spite of (the fact that)	but; despite; still; though; yet
interminable	no end; unending	in SUCH a way THAT	in a way; so as to; so that; to
interlocutor	host; presenter; speaker	in summary; essentially	basically; briefly
interpret (incorrectly; wrong)	misinterpret	in support of	aiding; favoring; helping; pro-
intimidator; tormentor	bully	in terms of	about; as to; on; regarding
INVITED guest	guest; invitee; visitor	in that	because; due to; since
introduce (a) NEW	initiate; introduce; start	in (that; this) day and age	now; (these; those) days
introduce FOR THE FIRST TIME	introduce	in (that; this) direction	away from; to; toward
• introduction	<i>intro</i>	in that case	so; then; there
intuition; premonition	(gut) feeling; hunch	(in) that way	thus; so; thereby
involving several physical senses	multisensory	in the (amount; sum) of	for; totaling
(IR)regardless	(any; either) way	in the (capacity; role) of	as; while
in a class (all) by itself	special; unique; unmatched	in the event (that; of)	if
in a constant state of flux	(always; constantly) changing	in the (interim; interval)	for now; meanwhile
in a nutshell	briefly; in summary; simply	in the (middle; midst) of	amid; among; between
in a timely (fashion; manner)	on time; punctually; quick	in the (very) near future	soon
in addition (to)	also; and; with	in the (very) near future	soon; next month; next Fall
in all (likelihood; probability)	likely; probably	in the absence of	lacking; without; missing
IN AN (ATTEMPT; EFFORT) to	for; to	IN THE afterMATH OF 911	after; following; post-911
IN AND OF itself	alone; (by) itself; stand alone	in the beginning; at the outset	at first; initially
in any case	anyhow; anyway; so; whatever	in the best of all possible worlds	ideally; in (a) utopia; perfectly
in back of	after; behind; following	in the company of	next to; (along) with
in case	if; lest	in the course of	during; in; on; over; while
in close proximity	near	in the course of the day	during the day; today
in compliance with	following; obeying; under	in the end	basically; finally; ultimately
in conjunction with	and; both; jointly; with	in the even that	if; in case; should; when
in connection with	about; concerning; for; on	in the final analysis	after all; finally; ultimately
in excess of	exceeds; over; surpasses; tops	in the first place	1); 1 st ; first
in (EXCHANGE; RETURN) for	for; to (get)	in the immediate future	soon; next (week; month; year)
in favor of; supporting	for; pro-_____	IN THE long (run; term)	eventually; long (run; term)
in his own world	self-absorbed; self-centered	in the manner of	as; à la; like
in hot water	imperiled; in (danger; trouble)	in the meantime	ad hoc; for now; temporarily
in itself	is; itself	in the wake of 911	after; following; post-911
having such (a quality; qualities)	in nature; innately; intuitively	in THE YEAR 2024	in 2024
in June OF 1972	in June 1972	in (that; this) case	here; now; today
in less time	faster; quicker; sooner	in this day and age	at present; today; now
in lieu of	for; instead of	in view of the fact that	because; due to; since
in light of the fact that	because; considering; due to	in (what; which) other way	how else
in most cases; most of the time	often; typically; usually	in which	where
in most instances	often; typically; usually	in (height; width)	high; wide
in my (estimation; opinion)	I (believe; guess; feel; think)	irrespective of	despite; regardless; whatever
In my (humble) opinion	I (think; believe)	is a carcinogen	causes cancer
in no time (at all)	boom; fast; quick; snap	is a combination of	blends; combines; mixes
in no way, shape, or form	never; (not) at all; (in) no way	is a deterrent to	blocks; deters; prevents; stops
in opposition to; is against	hates; opposes; rejects	is a hindrance to	blocks; impedes; slows; stops
IN ORDER (for; that; to)	for; so; to	is a reflection of	indicates; reflects; shows
in other words; said differently	namely; that is	is a (consequence; result) of	(comes; results) from
in place of	for	is (about to; going to)	will
in private	alone; privately; secretly	is (acquainted; familiar) with	knows; talks with
in proximity to	close; near; next	is (advantageous; beneficial) to	aids; benefits; helps; supports
in pursuit of	chasing; following; tracking	is (afraid; scared; terrified) of	dreads; fears; flees; hates
in reference to	about; as to; as for; in; on	is an acquaintance of	knows; talks with
in regards to	about; as to; as for; in; on	is an illustration of	confirms; shows; reveals
IN RETROSPECT, I was foolish	I was foolish	is an impediment to	blocks; prevents; thwarts
in short supply	few; little; scant; rare; scarce	is an indication of	indicates; reveals; shows
IN similar WAYS	similarly	is an obstacle to	blocks; prevents; slows; stops
IN SITUATIONS (when; where)	if; for; on; when; where	is at odds (with; over)	disagrees; fights; opposes
IN SO doing	doing (it; that)	is at variance with	counters; disagrees; opposes

is aware (of (the fact) (that)	heard; knows; saw; smelt	(KIND OF; SORT OF) unplanned	unplanned
is (based; built) on	(comes; is; sprouts) from	kneel DOWN	kneel
is beneficial to	aids; benefits; favors; helps	known AS BEING	know to be
is (SOMETIMES) BEING used to	is (doing; used to)	knows HOW TO	can; is an expert; knows
is capable of	can; could; may; might; will	labor	work
is (characteristic; typical) of	characterizes; typifies	lacks sensitivity	is (insensitive; numb) to
is cognizant (of the fact) that	feels; knows; realizes; senses	lag(s) BEHIND	lag(s)
is comparable to	like; equal; resembles; similar	large	big
is compatible with	enjoys; harmonizes; likes	large numbers of people	droves, masses; multitudes
is complementary to	complements; goes with	LASTING legacy	legacy
is comprised of	comprises; contains; has; holds	later ON	later
is concerned with	cares about; concerns	lawbreaker; perpetrator	convict; criminal; felon; thief
is conducive to; results in	conduces; induces; leads	leave (it) as (it) is; ignore (it)	stet
is consistent with	agrees with; follows; obeys	LENGTH OF time	how long; (how much) time
is contingent (on; upon)	(depends; hinges) on	less OFTEN	less
is (defined as; said to be)	is; means	let's JUST wait and see	let's wait and see
is dependent on	(depends; hinges; relies) on	lift UP	lift; raise
is describes as BEING	is; is described as	light blue	cyan
is detrimental to	damages; harms; hurts; slows	like	as
is different (BECAUSE; IN THAT)	is different; it _____	like an (idiot; wise man)	idiotically; wisely
is different from	differs from; (is not; isn't)	limited number	few; rare; scant; scarce
is (disposed; ready; willing) to	can; could; may; might; will	LIMITED TO only 24-times	only 24-times
is effective in its ability to sense	senses	LIST OF Concise Expressions	Concise Expressions
is (found; said) to be; has been	is: (is not; isn't) _____	list of things one must do	checklist
is (helpful; helping)	helps	LITTLE baby; infant; toddler	baby; infant; toddler
is in conflict with	conflicts with	(LITTLE; TINY; WHITE) lie	lie
is in (the) possession of	has; holds; owns; possesses	LOCAL residents	residents
is IN defiance OF	defies; flouts; ignores; resists	(lower; upper) (right; left) HAND	(lower; upper) (right; left)
is in need of	desires; needs; wants; wishes	locate	find; get; hear; see; smell
is (in violation of; violating)	counters; defies; violates	look the other way	deny; ignore; pretend; shun
is indicative of	indicates; shows; reveals; says	looking back on	in (hindsight; retrospect)
is NOW arriving	is (arriving; coming; here)	• made simpler, smaller; faster	concised
is of the opinion	believes; suspects; thinks	• make concise	concise
is predisposed to	is (known; prone; ready) to	made out of	made of
is (prone; used) to	can; does; may; might; will	make-to-order	customize; tailor
is revitalizing	renews; revitalizes	MAINLY focuses on	focuses on
is SEEN AS (BEING)	is	major	big; huge; key
is skilled; is an expert	can; does; knows how to	majority	most
SOMETHING (THAT; WHICH) is	is	make (beautiful; ugly)	beautify; uglify
is there SUCH A THING AS	is there; does (it; that) exist	make (it) better	cure; fix; heal; improve; save
is well aware that	(knows; understands) that	make a decision	choose; decide; pick; select
it DOES (help; work)	it (helps; works)	make a determination	choose; decide; pick; select
it does not appeal to me	I (do not like; don't want) it	MAKE A plan	schedule; plan; strategize
it is a fact (that)	it is (known; true)(that)	MAKE A (copy; print)	copy; print
it is my ambition to	I (plan; (hope; want) to; will)	make a reference to	mention; point; refer to
it is NOW underway	it is underway	make a statement	declare; say; shout; show; tell
it is unnecessary to	(one; you) (need not)	make a suggestion	ask; hint; imply; infer; suggest
it should be (noted; pointed out)	note; notice	• make a (thought; vision) visible	visibleize
IT WAS he WHO called	he called	make an effort	attempt; do (it); try (it)
it was MORE OR LESS good	(it was; was not) good	make an assumption	assume
it WAS invented BY a student	A student invented it	MAKE AN improveMENT	correct; fix; improve; perfect
it was closed	I closed it	MAKE contact WITH	call; contact; touch; write to
its (designed; purpose is) to show it shows		make equal	balance; equalize
JUST (as; LIKE) he said	(as; like) he said	• make (fashionable; popular)	fashionize; hype; popularize
keep (DOING (IT); GOING; IT UP)	continue; keep; persist	make (generally liked; popular)	popularize; promote; spread
keep in mind	recall; remember	• make it (easier; easy) to do	easily
keep (doing; making; repeating)	do; make; repeat	make it happen	begin; (do; start) it
key (FACTOR; REASON)	key; factor; reason	make it necessary to	demands; exacts; requires
kicked the bucket	died; passed away	• make (it) possible (for us) to	help; let; possibleize

- make obsolete *obsolete*
- make (sensitive; vulnerable) to *sensitize; vulnerable*
- make sure *ensure*
- make (tangible; touchable) *tangible*
- maladroit *clumsy; dud; gawky; inept*
- malicious *bad; cruel; evil; nasty; wicked*
- MANAGED TO (do; get; succeed) *do; get; succeed*
- manipulate *control; fool; handle; trick*
- (manner; way) (IN WHICH) *fashion; manner; mode; style*
- manufacture *do; build; make; produce*
- many (OF THOSE; PEOPLE) who *(many; those) (who)*
- many DIFFERENT alternatives *many alternatives*
- many DIFFERENT (kinds; types) *many (kinds; types; varieties)*
- many DIFFERENT (options; ways) *many (options; ways)*
- MANY (problems; opportunities) *problems; opportunities*
- many times *often*
- materialize *build; deliver; do; produce*
- maximum *best; greatest; most; top*
- (MAY; MIGHT) BE ABLE TO do it *(may; might) do it*
- may OR MAY NOT *could; may; might*
- may WELL be *may be*
- memoRANDUM *memo*
- (MENTAL; PHYSICAL) attitude *attitude*
- mental telepathy *clairvoyance*
- mentally deficient *dumb; foolish; stupid; slow*
- mesh TOGETHER *mesh; network; weave*
- methodOLOGY *method*
- metropolis *city; place; polis; town*
- might OR MIGHT NOT *might*
- minimal; minimum; VERY least *least*
- mistake *error; flaw; gaffe; slipup*
- misTAKENLY color *miscolor*
- mix TOGETHER *mix*
- modality *kind; mode; style; type; way*
- money, skill, talent, time *wherewithal*
- more and more *growing; increasing*
- more is possible IN THE FUTURE *more is possible*
- MUCH more than ever BEFORE *more than ever*
- moreover *also; and; plus; too*
- most brief *briefest*
- most BUT NOT ALL *most*
- MOST likely *likely; probably*
- most of the time *often; usually*
- mostly safe; threatening *dangerous; unsafe*
- motivATION *drive; impetus; motive; need*
- MUCH prefer *choose; desire; prefer; (s)elect*
- MUTUAL agreement *agreement; consensus*
- mutually dependent conditions *catch-22*
- myriad OF stars *myriad stars*
- narrow *fine; slim; thin; tight*
- nearBY *close; handy; near*
- necessary *crucial; needed; required; vital*
- necessitate *must have; need; require*
- need to *duty; must; should*
- neither ONE *neither; none*
- neologism *new word*
- network *clan; group; net; team; web*
- never AGAIN *never; no more; that's it*
- never (BEFORE; EVER); not ever *never*

never IN THE PAST *never*

nevertheless *anyhow; but; even so; still; yet*

NEW (beginning; start) *beginning; start*

NEW (improvement; recruit) *improvement; recruit*

NEW (innovation; invention) *innovation; invention*

newsworthy; noteworthy *big; hot; important; notable*

(NEXT; THEN) he jumped *he jumped; jumping*

no basis in fact *baseless; false; sham; unreal*

no (brand; frills) *basic; common; generic*

no laughing matter *not funny; serious (matter)*

no longer with us *dead; fired; gone; left; quit*

no matter what; whatever *regardless of*

no-no-no; yes-yes-yes *okay; never; no; sure; yes*

none (AT ALL; WHATSOEVER) *no; none; zero zilch; zip*

no one REALLY knows *no one knows*

(no; not a) problem *perfect; great; okay; sure; yes*

(no; without) question *clearly; no doubt*

no question about it *certain; unquestionable; sure*

nor a borrower nor a lender be *don't borrow or lend*

not a single *not (1; a; one); zero*

(not (at all); nowhere) as good *bad; inferior; low; poor*

not AT ALL *nil; nix; no; none; not; zero*

not (being) able to *inability*

not (care; listen to; look at) *ignore; neglect; reject; shun*

not do what was planned *forego; pass; skip; waive*

not good *bad*

not in a position; unable to *cannot; can't; will not; won't*

NOT Infrequent(ly) *frequent(ly), often*

not (so, that; very) generous *cheap; miserly; stingy; tight*

not in the least *not at all; nil; no; never; not*

not indispensable *expendable; disposable*

not (offensive; harmful) *innocuous; mild; safe; tame*

NOT (EVEN) one *no; nil; none; zero; zilch; zip*

NOT ONLY his car BUT ALSO HIS house *his car and house*

not playing with a full deck *nuts; crazy; dumb; slow; stupid*

not respected *disrespected; despised; hated*

not too distant future *near future; soon*

NOT UNcommon *common*

NOT UNusual *usual*

nodded HIS HEAD *nodded*

none (AT ALL; WHATSOEVER) *no; none*

nonetheless *anyhow; but; even so; still; yet*

nonsensical *nonsense*

notations *notes*

nothing (but; except) *mere; pure; sheer; total*

(notice; see) (a; the) difference *discern; distinguish; tell apart*

notwithstanding *anyhow; but; even so; still; yet*

nowAdays *now; nowdays*

nowhere to be found *gone; hidden; lost*

number one priority *(1st; first) task; task (1; one)*

obfuscate *cloud; confuse; disguise; fuzz*

objective *aim; goal; target*

obstruct *block; hinder; prevent; thwart*

occasionally; sometimes *at times*

ODDLY ENOUGH, I got used to it *I got used to it*

of late *lately*

off OF *from; off*

often TIMES; repeatedly *often*

okay	OK; yes	OVERALL situation	situation
on-again, off-again	alternating; intermittent(ly)	OVERALL (acceptable; better)	acceptable; better
on a number of occasions	often; repeatedly	over(arching; riding); supersede	1st; key; main; top
on (a; the) personal level	personally	overburden	flood; swamp; inundate
on a daily basis	daily; everyday	over(power; shadow)	dwarf; lead; rule; squelch
on a regular basis	frequently; often; regularly	OVER(WITH) AND DONE WITH	ended; finished; over
on account of the fact that	because	owing to the fact that	because
on average	generally; typically; usually	owner of the car	car's owner
on (its face; skin; surface)	outwardly; superficially	PAIR OF socks	(2, two) socks
on (behalf; the part) of	by; for; from	PAIR OF twins; two twins	twins
(as of; ON; starting) Monday	Monday	panel discussion	forum; seminar; symposium
on more than one occasion	(5; several) times; often	parameter	border; fence; edge; limit
on (previous; other) occasions	previously; prior	part AND parcel	bit; part; parcel; piece
on the basis of	based on; because; due to	partial	(in) part
on the bottom of	below; beneath; under	parsimonious	economic; frugal; tight; thrifty
on the contrary	backwards; instead; opposite	(PARTIAL; SLIGHT; TINY) error	error
on the grounds (that; of)	because; due to; since	(partially; somewhat) good	good enough; mediocre
on the heels of; subsequently	after; following; next	participant	actor; contestant; player
on the one hand _____ ,		PARTICULAR place	place
on the other (hand) _____		PARTICULAR type of	type of
on the subject of	and; but; conversely	PARTICULARLY difficult	challenging; difficult; hard
on the verge of	about; on	partly	(in) part; partly; somewhat
on the way to (health; recovery)	about to; can; may; might	pass(ed) away	die(d); is dead
on top of all that; additionally	improving; recovering	pass judgement	criticize; judge; evaluate
one; the	also; moreover; plus; too	PASSING (craze; fad; style; trend)	craze; fad; style; trend
one of the	a	(PAST; PREVIOUS; PRIOR) (experiences; memories)	experiences; memories
one OF WHICH is	an		ped
once in a blue moon	(1; one) is	pedestrian	go in(to); invade; penetrate
once in a while; sometimes	rarely; seldom	penetrate INTO	humans; people; us; we
(once) used to take	at times	people IN GENERAL	guests; invitees; visitors
one	lasted; took	people invited	those who
ONE AND the same	a	people who	detect; feel; hear; see; sense
one OF (THE; THEM)	equal; identical; the same	perceive	is omniscient
one SINGLE	1; a; an; one	perceives and knows everything	part; portion; slice; sliver
one thing has nothing to do with the other	a; 1; it; one	percentage	heaven; paradise; utopia
		perfect world	delivery; output; work; yield
one way or another	unconnected; unrelated	performance	act as; apply; do; replace
one-of-a-kind	somehow; someway	perform the (function; role) of	period, span, time
one; two; three; four; five; six	only; unique; singular	period of time	allow; let; okay
(one; two; three) OF THEM	1; 2; 3; 4; 5; 6	permit	doer; culprit; perp
ONLY choice	1; 2; 3	perpetrator	alien; foreigner; outsider
open UP	choice; decision; (s)election	person from another place	peropgen
opportunity	break; crack; hatch; open	• person of the opposite gender	glutton; foodie; obese
or ELSE	break; chance; option	person who overeats; overeater	bias; illusion; prejudice; slant
or thereabouts	or	PERSONAL bias	opinion
ORIGINAL founder	about; around; near; or so	PERSONAL opinion	I (feel; think; believe)
other people	founder	personally, I (feel; think; believe)	about; on; concerning
other way around	others; the; them; they	pertaining to	choose; opt for; pick; (s)elect
out-and-out; outright; overt	flipped; opposite; (in; re)verse	pick AND choose	cavity; crater; hole; pit; trap
out of focus	fully; pure; totally; utterly	pitFALL	intersperse
out of the ordinary	blurred; fuzzy; unclear	place between things at intervals	compare; contrast; juxtapose
out of the question	best; exceptional; top(s); worst	place side-by-side	intercalate; interpose
out-of-the-way	no; unthinkable; undoable	(place; put) one after the other	easy; plain; simple
output	isolated; removed; secluded	plain AND simple	foresee; order; plan; plot
OUTRIGHT capricious	crop; delivery; product; result	plan (AHEAD; IN ADVANCE)	plan; steps; tactics
over AND DONE WITH	capricious	plan OF ACTION; strategy	replay
over and over again (and again)	done; ended; over; past	play again	jest; joke; gag; play; spoof
OVER exaggerate	again; constant; repeated(ly)	(joke; play) AROUND	forgot
over the course of	exaggerate	PLUM forgot	

plunge (DOWN; IN; INTO)	dive; drop; fall; plunge; slide	protest AGAINST; oppose	counter; defy; fight; protest
point IN time	point; then; there; time	protrude OUT	protrude
point of (departure; entry)	dawn; intro; start (point)	provide	deliver; feed; give; supply
POINT OF view	opinion; take; stance; view	provided THAT he	provided he
point THE FINGER at	accuse; blame; point at	proximity	closeness; nearness
popular	fad; hip; in; known; trendy	PUT TO use	use
possess	have; hold; own	• pseudonym	alias; pen name; <i>other name</i>
possible courses of action	choices; direction; options	psychotherapist	advisor; counselor; facilitator
possibility	chance; likelihood	pull IT (DOWN; IN; OUT; UP)	heave; pull snatch; take; yank
posterior	back; butt; dorsal; rear	pull out	extract; lift; pull; take; yank
postpone UNTIL (A) LATER TIME	postpone	pull the plug on	(end; stop) it; kill it; turn off
postulate	posit; imagine; suggest; think	punctual	on-time
powerful	big; great; potent; strong	pursuant to	following; under
powerful (conversation; speech)	powertalk	push in (that; this) direction	push (away; from; to; toward)
PRACTICALLY impossible	impossible	PUT AN end TO	close; end; halt; kill; stop
precede; take precedence over	beat; lead; top; trump	put emphasis on	emphasize
predict THE FUTURE	forecast; foretell; predict	PUT (THE) pressure ON	pressure
predominantly	mostly; nearly all	put forth	advance; suggest; propose
prefer	choose; favor; like; pick; elect	put in alphabetical order	alphabetize
prerogative	choice; option; power; right	put into effect	activate; launch; open; start
present state of affairs	how things are; status-quo	PUT ON AN act	act; fake; feign; pretend; trick
present TIME	here; now; present	put together	assemble; build; form; join
pretend	fake	puzzling IN NATURE	puzzling
PRETTY (bad; good) (big; small)	bad; big; good; small	quantity	amount; degree; number
PRETTY (DARN) (cold; hot)	cold; hot	quarantine	detain; filter; imprison; isolate
(PRETTY; SOMEWHAT) obvious	known; clear; obvious	quick	fast; nippy; pronto; snap; swift
PRETTY ugly	foul; nasty; ugly	quotidian	common; daily; every day
prevent	avert; avoid; deter; 7stop	rational	cogent; logical; mathematic
(previous; prior) (to)	before; prior	REACH A conclusion	conclude; decide; realize; see
primarily	mainly; mostly	REACH AN agreeMENT	accept; agree; buy (into)
primary; principal	chief; head; main; top	READILY (apparent; available)	apparent; available
printOUT	copy; print	REAL life; truth	life; truth
PRIOR approval	approval; permission	(REAL; TRUE) winner	winner
PRIOR experience	experience; know-how; skill	realize	feel; figure; see; sense 21
PRIOR precedent	precedent	(really; very) hungry	starving
prior to	before; earlier	reason	end; goal; purpose; target; why
prioritize	order; rank	REASON why	basis; cause; trigger; why
pro bono; (at) no charge	free	receive(d)	get; got (it)
probability	chance; likelihood	reconnoiter	look; observe; survey; watch
probable that; to be expected	likely; probably; should	record-(HIGH; LOW)	record
• problem and opportunity	<i>problemtnity</i>	record-(BREAKING; SETTING)	clip; cut; lower; pare; trim
procedure; process	steps	reduce	downsize; lessen; shrink; trim
proceed	advance; continue; go	reduce in size	slow down; slowdown
process	steps	reduce the speed; decelerate	minimize
• process of creating (new) ideas	<i>ideation</i>	reduce to the (least; minimum)	zeroize
proclaim	inform; notify; say; tell	REDUCE TO zero	recall; refer; remember
procure	catch; clasp; clench; get; grab	refer BACK	about; on
produce	deliver; give; make; output	regarding	but; despite; whatever
productivity	delivery; efficiency; throughput	regardless of	although; though
professional	pro	regardless of the fact that	often
PROFIT-SEEKING business	business	regularly	<i>thought-write</i>
prognosticate	foresee; foretell; predict	• regularly write one's thoughts	echo; iterate; redo; repeat
proliferate; promote	expand; extend; hype; spread	REiterate; say again	percentages; proportions
prolong	delay; extend; stretch	relation (among; between) parts	big; cool; hot; small
PROlongED	extended; lengthy; long	RELATIVELY (big; cool; hot; small)	change; move; shift
propaganda	hype; plug; push; tout	relocate	the rest
• camouflaged propaganda	<i>profact</i>	remainder; what's left	is (unknown; undefined)
PROPOSED plan	plan	remains to be seen	REMEMBER HAVING seen; heard
prosperous; successful	thriving; rich; wealthy		saw; heard

remember (seeing; smelling)	saw; smelt; heard; tasted	shout LOUDLY	shout
remuneration	pay; reward; salary; wage	side with	aid; favor; help; like; support
reOccurring; repetitive	cyclic; recurring; recursive	significant	big; major; much; top; very
repair	align; correct; fix	simultaneous	both; jointly; together
repeat (over and over) again	repeat	since THE last TIME	since (it was) last
replace one thing with another	depose; supplant; replace	sit (correctly; erect)	sit up
report BACK	answer; reply; report	sit DOWN	sit
repRESENTATIVE	rep	situation	case; instance; status-quo
represents	is like; resembles; signifies	slacker	bum; idler; lazy; loafer; looser
requirement	demand; need; obligation	slender	slim; thin; skinny
requires	asks; calls for; exacts	(move; slide; switch) OVER	move; slide; switch
resembles; similar to	as; like	small (number; quantity)	few
reside	dwell; live; stay	(small-; medium-; large-)SIZE	small; medium; large
residence	apartment; home; house	• smell beforehand	<i>foresmell</i>
resign	go; leave; quit	smile	grin; wink
reversal	setback; delay; hitch	so (that) I can	to
revert BACK	return; revert	SO AS to	to
reward	favor; honor; praise; prize	so I can	to
RIGHT here (RIGHT now)	here (now)	so THAT	so
RIGHT now	now	socialize	chat; hobnob; mingle; mix
(RIGHT) then AND there	on-the-spot; then; there	sojourn; vacation	break; rest; stay; trip; visit
role reversal BETWEEN THE TWO	role reversal	SOME other	another
root CAUSE	cause; reason; root; source	some (place; where) else	elsewhere; not here; there
(round; square) IN SHAPE	round; square	some PEOPLE love to eat	some love to eat
routine PROCEDURE	routine	someday	one day
rules and regulations	laws; regulations; rules	someday; sooner or later	eventually; later; soon
RUN A checklist	checklist	SOMETIME before	before; previously; prior to
run of the mill	common; mediocre; ordinary	something	a thing; it
running AROUND	circling; running	somewhere along the line	at some (point; (in) time)
SAFE haven	haven	SOMEWHERE around	about; around; close to; near
said differently	in other words; namely; that is	somewhere in the area of	9-(days; weeks; months)
said THAT the	said the	somewhere in the course of	at; during; in; on; while
same (EXACT) THING as	equal; identical; same	(somewhere) in the (neighborhood; vicinity) of	about; around; close to; near
say (it) again	echo; repeat	sophisticated	classy; erudite; refined
scaffold	base; ladder; platform; stand	sparingly	few; frugally; minimally
scrutinize CAREFULLY	scrutinize	specific	exact; precise
search	hunt; look; probe; seek	spectrum	band; gamut; range; span
see it happen before it happens	foreknow; foresee; imagine	speech WHICH WAS given	speech (given)
seek OUT	hunt; look; search; seek	speed-UP	hasten; hurry; rush
seems	looks	split-UP	break; crack; separate; split
seems to (hint at; infer that)	infers	stagnant	inert; fixed; static; still; stuck
(prefer; seek) to have	prefer; seek	stand in the way (of)	block; prevent; stop; thwart
(s)election; preference	choice; option; pick	stand UP	stand; rise
self-absorbed; self-centered	selfish; egotistic	start (OFF; OUT; UP)	begin; go; start
self-(directed; ruling); liberated	autonomous; free; wild	startING point	start point
send and receive messages	communicate	stationary	immobile; stagnant; static
SEPARATE entity	body; entity; piece; thing; unit	stature; tallness	height
one who uses long words	sesquipedalian	stick out	bulge; jut; protrude; swell
SERVES TO (explain; show)	explains; shows	stick-to-it-iveness; perseverance	drive; grit; tenacity
set aside	hold; save; stock; store	STILL (has not; loves; works)	has not; loves; works
set a NEW record	set a record	STILL persist; remains	is; persist; remains; stays
seventy-five percent	0.75; 3/4; 75%; 3-fourths	stop beating around the bush	be direct; say it
sex worker; prostitute	call girl	stratagem; strategy	plan; plot; ploy; tactic; way(s)
sexually aroused	horny; hot	strategy FOR success	success (plan; steps; strategy)
she DID mention	she (mentioned; said; told)	submit; surrender	follow; give (in); obey
she managed to fill ten boxes	she filled 10-boxes	subsequently; subsequent to	after; later; next; then
SHORT, SWEET, AND to the point to the point	should of	substantial	big; large; major; much; vast
should have	if you decide	substantiate	back; confirm; prove; verify

SUBTLE nuance	detail; nuance	the degree to which	how (far; many; much; wide)
subtract	deduct; lessen; reduce; rest	THE Arabic LANGUAGE	Arabic
SUCCESSFULLY fool	fool	the equivalent of	like; the same as; equal to
such as	like	the fact (of the matter) is that	in fact; in truth; really; truly
SUDDEN (explosion; impulse)	explosion; impulse	THE FACT that	that
sufficient	enough; plenty	the fact that I am single	my being single
suggest	hint; infer; imply; nudge; poke	the feeling is mutual	likewise; me too; same here
suggestion	hint; idea; feedback; plan	THE five-men	(5; five)-men; the (5; five)
SUM TOTAL	sum; total	the foregoing	it; that
summarize BRIEFLY	simplify; shorten; summarize	the goal of this agency is	this agency's goal is
superior	best; better; high; top	the interesting thing is that	interestingly
superior (to)	better (than); tops; trumps	the majority	most
supersede; supplant	displace; replace; top	the (manner; means) by which	how; the (steps; process; way)
supplant; replace	eject; exile; expel; oust	the mere fact that he did it	his doing it
support	aid; assist; favor; give; help	THE MONTH OF September	September
SURE hope	hope	the more OFTEN you do it	the more you do it
surrender	give in; give up; submit; yield	THE NATURE OF generosity	generosity
surround ON ALL SIDES	surround	the other way around	backwards; opposite; reverse
switch OVER	change; move; swap; switch	the possibility exists (for; that)	it (could; may; might)
SWORN affidavit	affidavit	the preceding	it; that; the above; those
symbolizes	is (like); reflects; resembles	the present situation	(that; this) (is; will be)
tailor-make	customize	the process by which	how; the (steps; way)
TAKE A look at	check (out); look at; see (if)	the reason FOR THAT is	because; the reason is
take action	act; do; call; make; start	the reason why (IS THAT)	because; the reason; why
take advantage of	abuse; cheat; defraud; use	the same way	as; like; similarly
TAKE BY surprise	shock; startle; stun; surprise	THE STATE OF (California; Idaho)	California; Idaho
take into account	consider; see (if)	the thing that	how; what; when; who; why
take into consideration	consider; include	the things he said are true	what he said is true
take into custody	arrest; capture; catch; detain	the time will come when	(1; one) day; someday
take place	act; do; happen; occur	the truth is THAT	in fact; the truth is
take the (wrong) way	miscomprehend; misconstrue	the value of which	whose value
take advantage of; embezzle	abuse; defraud; fool; trick	the (way (IN) WHICH	how
talk about	discuss; mention	THEN AND ONLY then	that's when; then
talk (to; with) oneself	self-talk	THEN why ((do; say) it)	why ((do; say) it)
tantamount to	equal to; like; the same as	theories AS TO HOW	how; opinions; theories; ways
taste beforehand	foretaste	there (has to; must) be a reason	there's a reason
teenAGER	teen	there (is; are) no free lunch(es)	no lunch is free
tell him THAT	say; tell him	THERE IS no doubt; undoubtedly	doubtless(ly); no doubt
tell lies about a product	defame; discredit; misbrand	there is SUCH A THING AS love	love exists; there is love
TEMPER tantrum	tantrum	thereafter	later; next; then
tempORARY (WORKER)	temp	therefore	so; thus
terminate	cancel; cease; end; fire; stop	thereIN	at; in; there
TERRIBLE tragedy	catastrophe; ruin; tragedy	they ARE stopPING us from	they stop us from
test OUT	check; see; test; try out; verify	• thing to make errors impossible	<i>error-impossibilitator</i>
thank YOU	thanks; [give a big] smile	• thing which prevents errors	<i>error-(blocker; preventor)</i>
THANKS, BUT no thanks	no thanks	thing which motivates	desire; drive; impetus; will
that	the	things IN GENERAL	things
THAT DOES sound nice	sounds nice	things to do; to do's	do; tasks
that includes	and; also; including; with	think (again; critically; twice)	rethink
(it; that) IS WHAT causes	(it; that) causes	think how a group thinks	groupthink
that moment	then	this one or that one	(1; one) or the other
that WHICH	that; what	those people	them; the; they; those
that will (cut, expand, open)	to (cut, expand, open)	though	but
the above (MENTIONED)	it; that; the above; those	three-fourths; three-quarters	3/4; 75%; 0.75; 3-fourths
the (aforementioned; aforesaid)	it; that; the above; those	three times	3-times; thrice
THE CITY OF (Miami; New York)	Miami; New York City	THREE triplets	triplets
THE COLOR (blue; green; red)	blue; green; red	throughOUT; all along; during	in; through; thru; while
THE DAY when	when	thumbs up	do it; go; okay; start; yes
the day (may; will) come when	one day; someday	time after time	often; regularly; repeatedly

time and time again	often; regularly; repeatedly	UNNECESSARILY wasteful	wasteful
time OF (DAY; NIGHT)	time	unnecessary	needless; surplus; unneeded
time to (cook; eat) THE FOOD	time to (eat; cook)	unprecedented	fresh; new; novel; original
time will tell	(undefined; unknown) result	unpredictable	erratic; fickle; shifty; weird
time-consuming	lengthy; long	unquestionable	bad; false; good; true; yes; no
tiny difference	nuance; subtlety	unquestionably	clearly; no doubt
to a large (degree; extent)	largely; mostly; much	unstable	flimsy; shaky; weak; wobbly
to a lesser (degree; extent)	scant; fewer; less	unstoppable	persistent, dogged; gritty
TO MAKE MATTERS worse	deteriorate; hurt; worse(n)	unsubstantiated; unproven	baseless; false; is not
to what (degree; extent; length)	how (far; long; much; wide)	until	till
tonality	tone	until SUCH TIME AS	until
too many words	wordy	until THAT (POINT IN) TIME	till; until
took whatEVER he could	took what he could	UP (till; until)	till; until
TOTALLY certain	certain	up in the air	undecided; unresolved
TOTALLY convince	convince	UP TO 3 are permitted	3 are allowed
TOTALLY destroy	destroy	up to A MAXIMUM OF	up to
TOTALLY overwhelm	overwhelm	up to a point	in part; partially; somewhat
TOTALLY shocked	shocked	up to and including	through; till; to; until
TOTALLY (UNEXPECTED) surprise	surprise	up (to; until) now	hitherto; till now
• touch beforehand	<i>foretouch</i>	up to THE POINT OF	at; till; to; until; when
touch to get attention	poke	upon	at; on
towards	to; toward	upwards of	more than; over
trace BACK	backtrack; trace	usage	use
• tracking thought progress	<i>thought-(track; trail)</i>	used to	did; was
trade one thing for another	barter; switch; swap; trade	used to be	is; the (former; old); was
transform	change; convert; flip; turn	used to (live in; (teach; work) at	lived in; (taught; worked) at
transpire	occur; pass	useful	handy; trusty
transport	carry; drive; fly; send; ship	usefulness	use; utility; value; worth
transpose	switch	useless	bad; futile; junk; no; out
trousers	jeans; pants; slacks	usually	often; regularly; typically
TRULY (amazing; remarkable)	amazing; remarkable	utilize	apply; do; employ; use
TRY TO (do; figure out)	do; figure out	valuable ASSET	asset; (help; use)ful; valuable
TWELVE (midnight; noon)	midnight; noon	(vantage; view) POINT	vantage; view
two times	twice	verbalize	say; speak; talk; utter; write
two times better	twice as good	• verbose	<i>lettery</i> ; long; prolix; wordy
• (type; write) in superscript	<i>superscript</i>	VERY (expensive; picky; useful)	expensive; picky; useful
TYPE OF (people; places; things)	people; places; things	very much SO	(very) much; really; truly; yes
type a wrong letter	mistype	VIABLE (option; solution)	key; option; solution; way
everywhere (always)	omnipresent; ubiquitous	view POINT; POINT OF view	opinion; outlook; stance; view
(unable; not in a position) to	cannot; inept; powerless	(LOUD; VIOLENT) explosion	explosion
unaccustomed to	not used to	VIRTUALLY impossible	impossible
unattractive	bad; repulsive; toxic; ugly	visible TO THE HUMAN EYE	visible
unbeknown; unBEknownST	unknown	visually	visibly
uncommon	odd; rare; scarce; weird	vital NECESSITY	vital; necessity; need; want
unconcise	long; prolix; wordy	wait A MINUTE	(hang; hold) on; stop; wait
unconnected	alone; free; separate; solo	wait AROUND	wait
under no circumstance(s)	never; no	walk AROUND	stroll; walk; wander
underNEATH	below; beneath; under	walk before you can run	develop; grow; plan; prepare
unequaled; without equal	rare; sole; unique; top	(come (on); walk) in	enter
unfavorable	adverse; bad; hurtful	walk out	depart; exit; go; leave
UNFORESEEN emergency	emergency	want(s) to HAVE a meeting	want(s) to meet
unintelligent; low-intelligence	dumb; foolish; slow; stupid	warFARE	war
unintended adverse results from	a political action or situation	was given	got; has; holds; is; received
blowback	error; gaffe; mistake	was (very) helpful	helped
UNITENTIONAL (error; mistake)	misinform	way of teaching	way to teach
unintentionally falsely inform	certain; definite; sure	way to (get; go) in	door; entrance; window
unmistakable	needless; unneeded	we are of the opinion	we (believe; think)
unnecessary		we ARE open (ON) Sundays	(we) open Sundays

we BOTH (agree)	we (agree)	without a doubt	doubtless; no doubt; sure
we had a very good time INDEED	we had a very good time	without any errors or mistakes	error-free
weather CONDITIONS	climate; weather	witness (in-person; first hand)	witness
• Web (do a Web search)	(W)	without errors	<i>error-free</i> ; faultless; flawless
WELL aware	aware	without exception	always; every time
WELL over	beyond; above; over	without interruption	continuous; uninterrupted
well (planned; thought) OUT	well (planned; thought)	without misunderstandings	unmistakably
were I to die	if I die(d)	without provocation	unprovoked
WERE IN attendance	attended	wonder(s)	ask(s)
were it not for	but for	• word with too many letters	<i>lettery</i>
what (is the) time frame	when	• word with too many syllables	<i>syllaby</i>
what did you do that for	why did you	worst mistake OF ALL	worst mistake
what DO WE DO (now)	what now; now what	worthy of (praise; trust)	praiseworthy; trustworthy
what I HAD said	(what) I said	would be	is
what if THAT HAPPENS	(what) if	would have	would (of)
what IN THE WORLD	what	wrap it up	cease; end; halt; stop
what is (happening; going on)	what's (new; up)	write DOWN	write
what is the likelihood of	how (likely; probable) is	you and I	us; we
what's the extent of the damage	how damaged is	zero in on	focus on; pinpoint; target
whatSOever	at all; no; none; whatever		
WHEN compared (to; with)	compared (to; with)		
when I was teaching	teaching; when I taught		
whenEVER	when		
where are we AT	where are we		
where is Ohio LOCATED	where is Ohio		
where ON EARTH	where		
whereABOUTS	location; place; where		
whereas	but; now; while		
wherefore	why		
wherEVER	where		
whether OR NOT	if; when; whether		
WHICH ARE often used to	often used to		
which (declares; states; says)	declares; states; says		
which have been found to be	which are		
WHICH IS (called; referred to)	called; known as		
which (ONE(S); ONE (OF THEM))	which		
which way DO WE GO NOW	which way		
while that was happening	during; simultaneously; while		
WHITE snow	snow		
who; what; where; why; how ON EARTH	who; what; where; why; how		
who is (it; that)	who's that		
whosoever	whoever		
why (IN THE WORLD; IS IT THAT)	why		
why, thank you	thank you		
widespread	common; popular; rampant		
will (not) BE (attending; coming)	will (not) (attend; come)		
wind again	rewind		
wind DOWN	unwind		
wind UP	wind		
WINDOW OF opportunity	break; chance; opportunity		
with all due respect	respectfully		
with few exceptions	most; mostly; typically; usually		
with increasing frequency	increasingly		
with no basis in fact	groundless; unfounded		
with no errors or mistakes	error-free		
with respect to	about; concerning; on		
WITH THE exception OF	except (for); excluding		
WITHin	in		

AVOID USING, OR DELETE

- WORDS OR PHRASES WHICH ARE UNNEEDED OR IT IS BEST TO DELETE ARE IN CAPITALS.
- A SEPARATE SENTENCE CAN BE WRITTEN WITHOUT THE FOLLOWING LISTED UNNEEDED WORDS, FOR EXAMPLE:
Bullies enjoy hurting innocent people.
- ABOUT BULLIES, bullies enjoy hurting innocent people.
- ABOVE ALL ELSE, everyone wants to feel loved.
- IN REALITY, BOTTOM LINE, he said ABSOLUTELY nothing.
- We can ACTUALLY choose how we (WANT TO; WILL) live.
- ADDITIONALLY; MOREOVER), the body heals itself.
- AFTER ALL (IS SAID AND DONE), money dictates choices.
- ALL THINGS CONSIDERED, no one knows what love is.
- ALL TOLD, the teacher emphasized following 3-steps.
- ALMOST ANYTHING IS POSSIBLE.
- (ANYHOW; ANYWAY), that's how we first met.
- AROUND OR in the early morning.
- AS (SOME; MOST) PEOPLE SAY, a stich in time saves 9.
- AS A MATTER OF FACT, palm trees abound in Texas.
- AS A WHOLE, the taxpayers support the plan.
- AS EVERYONE KNOWS, first impressions last a lifetime.
- AS FAR AS I AM CONCERNED, it's best to tell the truth.
- AS FATE WOULD HAVE IT, his invention became a hit.
- AS OF THIS MOMENT, the committee has not decided.
- AS THE CASE MAY BE, each individual makes choices.
- AS (USUAL; EXPECTED), he replied the same day.
- AS WE ALL KNOW, germs transmit diseases.
- AS WE SPEAK, they are flying to Qatar.
- AS YOU MAY (BE AWARE; KNOW), we follow the rules.
- AT THE END OF THE DAY, we all learned something.
- AT THIS (VERY) MOMENT (IN TIME), everyone in China is sleeping.
- (AUTOMATICALLY, IMMEDIATELY; INSTANTLY; ON-THE-SPOT; SPONTANEOUSLY; THAT INSTANT) told everyone PRESENT, "I love to communicate concisely!"
- BASICALLY, I help people TO get to know themselves.
- (BE AWARE; REMEMBER) THAT people often reason emotionally, thus irrationally.
- BEFORE YOU KNOW IT, the Sun came out again!
- BELIEVE IT OR NOT, the planet's population will double.
- (BRIEFLY; TO BE BRIEF), (yes; no; maybe; never; once).
- (BUT; THOUGH; WHEREAS; WHILE) I saw 6.
- Buy 12-sets of plastic utensils OF THE DISPOSABLE (KIND; TYPE; VARIETY).
- BY DEFINITION, it was a case of sexual harassment.
- BY THE WAY, do you use Microsoft PowerPoint and Excel?
- CARRIED TO EXTREMES, violence can culminate in murder.
- CHANCES ARE that if something can go wrong it will.
- CLEARLY, your college's debate team is first-rate.
- CONCERNING, LOVE, everyone wants to feel loved.

- (CONSEQUENTLY; SUBSEQUENTLY) he withdrew.
- DID YOU KNOW (THAT) every person is a world?
- DUE TO THE FACT THAT the item was ALREADY shipped.
- English has some NONE OTHER THAN illogical expressions.
- The device EVEN lets you see through walls.
- EVERYONE KNOWS (THAT) MSG is an excitotoxin.
- They bought everything THAT they needed.
- EVIDENTLY, IT'S CLEAR TO SEE THAT he is not present.
- EXPERIMENTALLY, the interaction was video-recorded.
- FINALLY, the day came when men landed on Mars.
- Guns are EXTREMELY dangerous.
- FOR ALL INTENTS AND PURPOSES, it's out-of-order.
- FOR BETTER OR WORSE, some humans are unpredictable.
- FOR HEAVEN'S SAKE, stop it!
- FOR ME, "The Bible" is one of the best books OF ALL.
- FOR VARIETY'S SAKE, I'm going to do it with my left hand.
- FOR YOUR INFORMATION, the recipe is REALLY a secret.
- FROM (OUT OF) NOWHERE I heard a voice say, "Hey you!"
- FURTHERMORE, he can't be in 2 places at the same time.
- He is ABSOLUTELY certain.
- He is in—HOW SHALL WE SAY—trouble again.
- He is still IN THE PROCESS OF adapting TO THE CHANGES.
- HERE IS THE THING, always tell yourself the truth.
- HONESTLY, it was harder than I thought.
- HOW SHALL WE SAY, social media can "isolate" people.
- I AM CALLING TO SAY THAT I accept your job offer.
- I (AM CERTAIN; KNOW) (THAT) cigarettes are addictive.
- I am going to wear (a; my) SO-CALLED "body cam".
- I AM SORRY TO SAY, your statement is illogical.
- I AM TAKING THIS OPPORTUNITY TO INFORM YOU THAT we (are) open (on) Sundays.
- I (BELIEVE; KNOW; SUSPECT; THINK) (THAT) no one REALLY knows what love is.
- (I BELIEVE; KNOW) (THAT) music instantly changes people.
- (I CAN) SEE (THAT) dreams often instruct.
- I feel (A LITTLE; (KIND; SORT) OF)) optimistic.
- I JUST REALIZED (AGAIN) THAT it's best to not overeat.
- (I KNOW; THINK) THAT it's crucial to follow instructions.
- (I MIGHT AS WELL; WILL) ADD THAT I ALSO write songs.
- I (NOW) SEE THAT most people's body is (TRULY) perfect.
- I POSIT THAT English contains illogical words and phrases.
- I WANT EVERYONE TO KNOW THAT I am talented.
- I WANT TO (SAY; TELL YOU) THAT life is perfect.
- I WANT YOU TO KNOW THAT you are what you eat.
- I WAS THINKING, "Never force anything" is great advice.
- I WAS WONDERING, who is your favorite singer?
- (I WILL; WOULD) SAY (THAT) they'll win the World Cup.
- I'D LIKE TO SAY THAT a cover letter makes a difference.
- I'D LIKE TO TAKE THIS OPPORTUNITY TO SAY thank you.
- IF I WERE YOU, I would apply to law school.
- IF THAT'S HOW YOU FEEL (ABOUT IT), I agree.
- IN ALL HONESTY I prefer warm weather.
- IN A VERY REAL SENSE, most humans are astounding!
- (IN ACTUALITY; ACTUALLY) it was (JUST ANOTHER; ONE MORE; a) misunderstanding.
- IN AND OF ITSELF his reaction was CLEARLY altruistic.

- (IN CONCLUSION; TO CONCLUDE), think before speaking.
- IN MY (HUMBLE) OPINION, better TO BE safe than sorry.
- IN ONE WORD, TRUST, friends trust each other.
- IN PLAIN ENGLISH, (maybe; no; okay; sure; yes).
- IN SHORT, (maybe; never; no; yes).
- IN SUMMARY, when in doubt, leave it out.
- IN TERMS OF (the) salary, (is; IT'S) perfect.
- IN (THAT; THEIR; THIS) CASE, they teamed up.
- IN THE FINAL ANALYSIS, you REALLY are the best!
- IN THE WAY OF Jesus, he forgave them.
- INCREDIBL(E; Y)—BUT TRUE, the doctors resuscitated her.
- INDISPUTABLY, most people can do each thing perfectly.
- INTERESTINGLY (ENOUGH), that favor went unpunished.
- IRONICALLY, "The Bible" is shoplifted daily.
- (IRREGARDLESS; REGARDLESS), they arrived on time.
- IT (INVOLVES; ENTAILS) polling 2,000 pedestrians.
- IT (IS; WAS) A TIME (when) perfect products abound(ed).
- IT (LOOKS LIKE; SEEMS TO ME THAT) it's doable.
- IT FEELS LIKE love is in the air.
- IT GOES TO SHOW THAT emotions DO overrule reason.
- IT (HAS BEEN; WAS) DECIDED THAT the allegation is true.
- IT IS CLEAR TO SEE THAT you HAVE learned to be concise.
- IT IS CONSIDERED (TO BE) a REAL lifetime opportunity.
- (IT IS IMPORTANT TO (KNOW; NOTE)) THAT, water boils at 212-degrees F.
- IT IS INTERESTING TO NOT THAT reality is based on words.
- (IT IS; IS IT) POSSIBLE THAT he did not receive it?
- IT JUST SO HAPPENS THAT it's not accepting messages.
- IT (RE)OCCURRED TO ME THAT I HAD reinvent myself.
- It registered 7.9 on the Richter Scale IN MAGNITUDE.
- IT REMAINS TO BE SEEN (IF, WHETHER) she recovers.
- IT REMAINS TO BE SEEN (IF; WHETER) it's profitable.
- IT WILL SURPRISE YOU TO LEARN THAT he did a 180.
- It's a device THAT IS *often used to determine consistency*.
- It's ENTIRELY up to you, AND ONLY YOU.
- IT'S INTERESTING TO NOTE THAT each person is a world.
- IT'S JUST THAT I drink only fresh fruit juices.
- IT'S ONLY A MATTER OF TIME BEFORE each person dies.
- It's REALLY (HOT), it's 105 degrees Fahrenheit OUT THERE.
- LAST BUT NOT LEAST, he is an a good drummer.
- LASTLY, follow the Golden Rule.
- LET ME KNOW WHAT YOU THINK, do you like that flavor.
- LET ME SAY THAT, "You are very smart."
- LET ME TELL YOU, the fish I caught was immense.
- LIKE EVERYTHING ELSE, or LIKE MOST THINGS, it fluctuates.
- LISTEN TO (ME; THIS), the jury ruled in her favor.
- (LOOK AT IT; THINK OF IT) THIS WAY, things are relative.
- MY THEORY IS THAT reality is subjective.
- NEEDLESS TO SAY he did not need to say that.
- NO ONE CAN DISPUTE THE FACT THAT men are born with 2, X-chromosomes; women ARE BORN with ONLY 1.
- (NO QUESTION ABOUT IT, if it weren't for the last minute, nothing would get done, said Woody Allen.
- (NONETHELESS, NEVERTHELESS), he forgave them.
- NOT ONLY did he buy a pig, he ALSO killed it, and ate it.

- NOT TO BEAT AROUND THE BUSH, he is ((KIND; SORT) OF) ON THE antisocial END (OF THE SPECTRUM).
- NOT TO MENTION ((THE FACT) THAT) he is an immigrant.
- NOTWITHSTANDING, they reimbursed him for it.
- (NOW THAT THAT IS; WITH THAT) OUT OF THE WAY we can go on vacation.
- NOW the president may be right, or he may be wrong.
- OBVIOUSLY, they are not (FULLY) professional(s).
- OF COURSE, the spy ONLY pretended to be timid.
- OH BOY! I received the acceptance letter this morning.
- OH MY GOD! We FINALLY made it THIS TIME AROUND.
- OH YEAH, I MIGHT AS WELL ADD (THAT) the project will take 4-years TO COMPLETE.
- ON A SEPARATE MATTER, let me tell you a FUNNY story.
- ON THE WHOLE, each person is REALLY very different.
- (ON TOP OF IT ALL; (ALL) THAT), he swims daily.
- Our guest is THE ONE AND ONLY Mr. Concision.
- OUT OF NOWHERE, a flying saucer appeared.
- OVERALL, few corporation experiment.
- (PERHAPS, FORTUNATELY (OR NOT)); no one saw me fall.
- REGRETTABLY, he never asked for permission.
- REMEMBER THAT there are at least 2-sides to every story.
- RIGHT NOW, she's boarding the bus.
- RIGHT THEN AND THERE, she REALLY apologized.
- SERIOUSLY, his heart stopped beating.
- She DEFINITELY trusts him COMPLETELY.
- SIMPLY PUT, no!
- SO, in-person I asked her, POINT BLANK, "Are you interested, OR NOT (INTERESTED), in my offer?"
- SOME (KIND; TYPE) OF (an) insect just flew in RIGHT NOW.
- Some OF (the things; what) he said (are; is) false.
- SUDDENLY, IT DAWNED ON ME THAT I (TOO) am biased.
- SURPRISINGLY OR NOT, any word AT ALL connects people.
- THAT (INSTANT; MOMENT (IN TIME)) was unforgettable.
- THAT BEING SAID, I want to make another complaint.
- That does not bother me IN THE (VERY) LEAST.
- THAT IS (TO SAY) cigarettes are nicotine delivery devices.
- The ((CONCEPT; IDEA; NOTION) OF) forgiveness is divine.
- THE ((TRUTH IS; REALITY) IS) THAT his rights were violated.
- The (CITY; STATE; COUNTRY) of (Tel Aviv; Texas; Canada).
- (THE BETTER PART OF; most of) his working years.
- THE BIG problem ((APPEARS TO; MAY) BE; is) false news.
- The bodega sells oranges, bananas, AND mangos, etc.
- THE BOTTOM LINE IS (THAT) his invention works.
- THE CASE INVOLVES a father and his 2-sons.
- Her (MERE; SHEER) presence is soothing.
- THE CONCEPT OF minimum viable products.
- THE CONDITION OF diabetes is increasing in the U.S.
- THE IMPORTANT THING IS THAT we survived.
- The engine lost 5-gallons of liquid IN VOLUME.
- The numbers prove it BEYOND A SHADOW OF A DOUBT.
- THE EXTENT (OF; TO WHICH) they are assimilating well.
- THE FACT (IS; REMAINS; THAT) cheese is milk bacteria.
- THE fear FACTOR freezes people.
- THE INS AND OUTS OF office politics are complex.
- THE INTERESTING THING IS THAT he wrote scripts.

- THE MOST IMPORTANT THING IS TO stay alive.
- THE NOTION OF mental telepathy works.
- The pants are (RATHER; too) long
- THE PRACTICE OF colon cleansing is spreading.
- THE PRESENCE OF bacteria rots food.
- The project is (QUITE (LARGE; AMBITIOUS)) immense.
- The project is expanding IN (BREATH; SCALE; SCOPE; SIZE).
- THE QUESTION (ARISES; IS; OF) how do we get to point B?
- THE REALM OF Extra-Sensory Perception is vast.
- The restaurant is (LOCATED) on 7th Avenue South.
- THE SITUATION IS THAT her car was towed away.
- The soldiers felt a SENSE OF duty to the people.
- (THE TIME HAS COME FOR US TO; let's) discuss it.
- THE TRUTH IS (THAT) everyone can only be self-centered.
- THERE ARE many PEOPLE WHO agree with him.
- THERE IS a pest here. A pest is IN here SOMEWHERE.
- THERE IS something WHICH is.
- They are LITTERALLY, working HARD to change the world.
- They're IN THE PROCESS OF relocating to Wyoming.
- THIS (VERY) INSTANT, somewhere, a baby is being born.
- Though her dress was SOMEWHAT ostentatious, it's nice.
- TO BE PERFECTLY HONEST (WITH YOU), I'm over 18.
- TO BEGIN WITH, the job description says full-time.
- (TO CONCLUDE; SUMMARIZE), red meat causes cancer.
- TO CUT TO THE CHASE, he pleaded guilty.
- TO MAKE A LONG STORY SHORT, I am in love with words.
- TO MY SURPRISE, every student stopped being wordy.
- TO WHAT EXTENT was she ALSO an accomplice?
- WELL, "Everyone needs to exert (SOME TYPE OF) power."
- WHAT DO YOU THINK, is (it; that) good or bad?
- WHAT I THINK HAPPENED WAS (THAT) he felt mistreated.
- WHAT I WANT TO (ASK; KNOW) IS, (HEY,) why not?
- WHAT I WANT TO SAY IS (THAT), everyone is a world.
- (WHAT IS IMPORTANT; MATTERS) IS, staying alive.
- (WHAT IS; MIGHT BE) GOING ON IS THAT he feels THAT HE WAS cheated.
- WHAT'S (REALLY) GOING ON IS he doesn't want to do it.
- WHAT THEY DID WAS, (they) took turns.
- When I was 15 YEARS (OF AGE; OLD), I lived in Boston.
- WHEN IT COMES TO (BAGELS), these are the best (bagels).
- (WHOMEVER; WHOMSOVER)
- (WHY IS IT THAT; why) are you so meticulous?
- WITH (THAT; THIS) IN MIND I prefer to use mass transit.
- Perseverance yields success. YOU KNOW WHAT I MEAN?
- YOU KNOW, most people don't (HAVE THE FAINTEST IDEA (THAT; know that) everyone has deep-rooted cognitive biases which dictate their behavior, but few people know they have them.
- YOU NEED TO KNOW THAT it is done as you believe.
- (YOU) KNOW WHAT I'M SAYING, a word in time saves 999.